

Company Registration Guidance

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1. Overview

- 1.1.1 To participate in the Capacity Market (CM) Auctions a Company or organisation must register in the New EMR Portal and submit a Prequalification Application as per CM Rule 3.3.1. This ensures that an Application to participate in the CM Auctions is being made with the consent of a Director or Officer from that organisation and embeds a level of governance around the process to prevent unauthorised Applications.
- 1.1.2 This guidance will aid users to register a new Account and Company in the EMR Portal.
- 1.1.3 Users who have already registered in the New EMR Portal do not need to register again.
- 1.1.4 The registration process will vary depending on the formation of the business;
 - (a) **Limited Companies** – Will be automatically verified via Companies House.
 - (b) **Non-Limited Companies** – Will require the EMR Delivery Body (DB) to verify the Company and its owners.

2. New Features

The New EMR Portal has many new features that enhances the user experience and ease of use. The registration process has been simplified and this guidance will cover the new features that will enable Users to register their Company within the EMR Portal.

2.1 Portfolio Management

- 2.1.1 The New EMR Portal has adopted the **Single Sign-on** approach. This means there will no longer be a need to have a different username and password for each Company that a User manages, where they are part of the same Company Portfolio. All the Company information can be managed under one Account, using one set of login credentials.
- 2.1.2 A Company can now only be registered once in the EMR Portal.
- 2.1.3 A User's email address will form part of the Username for log in purposes.
- 2.1.4 Any related Companies a User manages should be registered within the User's Company portfolio.
 - (a) Unrelated Companies can be registered separately outside of a User's Company portfolio however a different email address will be required during the registration process for each Company.
- 2.1.5 For more information on how to add companies to an existing EMR Portal account please see **Company Management Guidance**.

2.2 Additional Users

- 2.2.1 The User who initially registers in the EMR Portal by default will become the Main Admin.
- 2.2.2 The Main Admin can add Users, appoint Deputies and set up Users with read/write privileges for each Company they manage in the EMR Portal via the User Management Page.
 - (a) For more information on creating additional users please refer to the **User Registration and Management Guidance**.

2.3 Security Features

- 2.3.1 The New EMR Portal will require Users to Authenticate their account initially and verify each log-in attempt via the Salesforce Authenticator App. This two-step authentication process

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protects User Accounts from unauthorised access and aligns with best practice security standards.

2.3.2 The Salesforce Authenticator app is available to download onto a smart phone device.

- (a) Further instructions on downloading and setting up the app are covered further within this guidance.

2.4 Companies House Integration for Limited Companies only

2.4.1 When a User registers a UK based Limited Company, a Public Liability Company (PLC), Limited Liability Partnerships (LLP) and other companies registered on Companies House the User will be required to enter the Company Registration Number found on Companies House, the EMR Portal will locate and verify the Company using information from Companies House.

- (a) Details regarding Companies House integration is covered further on within this guidance.

3. Registering a Limited Company

This section pertains to registering a UK based Limited Company, this includes Limited Companies, PLCs and LLPs all of which should be registered on Companies House with a Company Registration Number.

Companies other than a UK based Limited Company should follow the Registering A Non-Limited Company within this guidance.

3.1 Requirements to Register a Limited Company

3.1.1 Access to a Smart phone is essential for this procedure.

- (a) The EMR Portal now features additional security enhancements to help prevent unauthorised access to User Accounts, this comprises of authenticating an Account during the registration process and verifying a log-in attempt through the Salesforce Authenticator App.
- (b) Salesforce Authenticator can be downloaded directly on to a smart phone device, further instructions can be found within this guidance [here](#).

3.1.2 Access to Companies House

- (a) The EMR Portal is linked directly with Companies House. When adding a Company to their Account, Users will provide the company number and the EMR Portal will import details directly from Companies House.
 - (i) Details that will be imported from Companies House will include
 - i. Name of Company
 - ii. Company Address
 - iii. Registered Company Directors

3.2 Limited Company Registration Process

3.2.1 Log on to the New EMR Portal website.

- (a) The EMR Portal can be accessed by clicking the following link:
<http://emrdeliverybody.nationalgrideso.com/CM/s/login/>

- (b) Click [Register Your Company](#).

Sign In

Username
Typically Your Email Address

Password
Enter Your Password

Sign In

i Having trouble logging in?

Register Your Company Reset Your Password

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3.3 Select: Register a UK Limited Company

- 3.3.1 Please select the option to [Register a UK Limited Company](#).

Welcome to the EMR Delivery Body Portal

The Capacity Market ensures Great Britain has a secure and affordable supply of electricity and safeguards against the possibility of future blackouts. Generators of electricity, who have registered and pre-qualified, participate in competitive Capacity Market Auctions where they commit to meeting their Capacity Market Obligation during a System Stress Event.

Register a UK Limited Company
Register a Non Limited Company

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3.4 Entering Company Details

- 3.4.1 A new window will open where details of the company are required be entered.
- 3.4.2 In the [Company Registration Number](#) field type in the Company's registration number and press the Enter key.
- (a) This should match the company number found on Companies House.

3.4.3 The EMR Portal will now search for the Company from Companies House and will auto populate the name and address of the company.

- (a) Companies already registered within the Portal cannot be registered again.
- (b) If a User attempts to register an existing Company the Portal will inform the User this Company already exists within the EMR Portal and the User cannot proceed further.
- (c) Users experiencing issues registering a Company should contact the EMR DB.

3.4.4 **Select a Director from the drop-down menu.**

3.4.5 Enter the chosen Director's email address into the relevant boxes.

- (a) This Director will receive registration confirmation once the process has been completed.

3.4.6 Once the information has been checked, click the toggle next to **Are these Details Correct.**

3.4.7 Click **Next.**

3.4.8 A new window will appear where the Main Admin's details can be entered.

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- (a) Users can only register their email address once and can manage other Companies through one Account.
- (b) If Users attempts to register a new Account using an email address already in use for an existing Account, the EMR Portal will notify that the email address already exists and the User cannot proceed any further.
- (c) User's email addresses will form part of the login credentials.

3.4.9 Once the Main Admin's details have been entered, turn on the toggle next to: **I confirm I have the authority to act on behalf of *Company name* in respect of the Capacity Market.**

3.4.10 Click **Finish**.

3.5 Confirmation

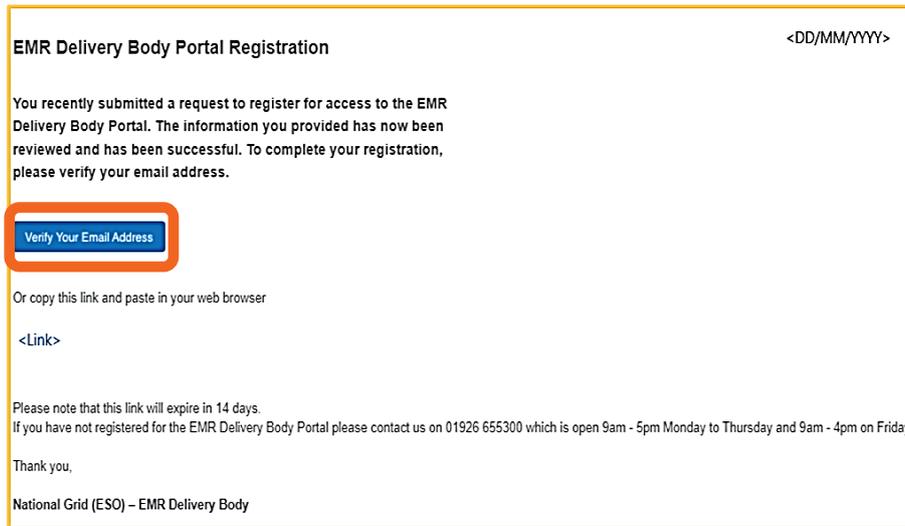
3.5.1 A confirmation window will open to inform an email will be sent to complete the Company Registration.



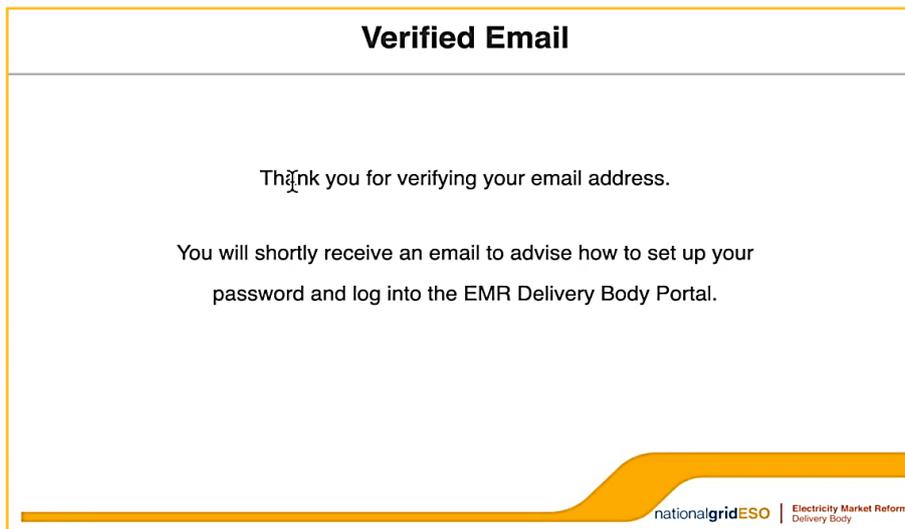
3.6 Email Verification

3.6.1 Once a company has successfully registered an email will be sent to the Main Admin to verify the registered email address.

3.6.2 Open the email and Click **Verify Your Email Address**.



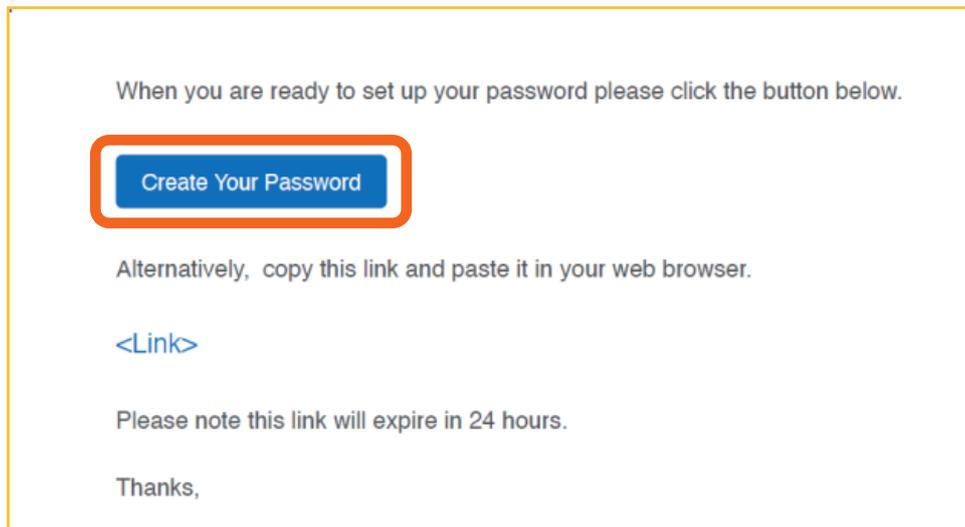
3.6.3 A pop-up message will appear on an internet browser to confirm the email address has been verified.



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3.7 Setting a Password

- 3.7.1 A new email from the EMR DB will be sent to the registered email address of the Main Admin, providing a username and a link to set up a log-in password, click the link **Create Your Password**.



- (a) Please retain and keep safe the username as this will be required each time the Main Admin wishes to login.

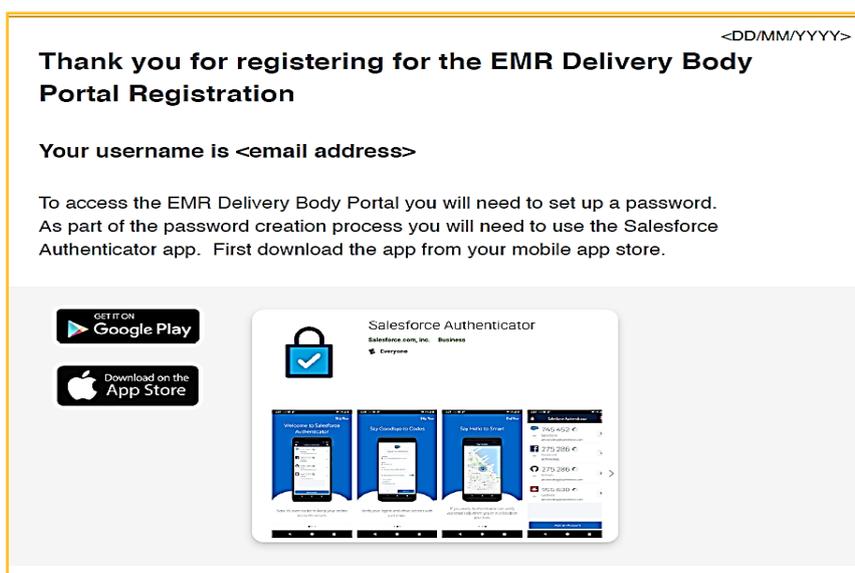
- 3.7.2 A browser window will open allowing for a new password to be set.

- 3.7.3 Enter a new password and click **Change Password**.

3.8 Logging in to the EMR Portal

- 3.8.1 Each log in attempt to the EMR Portal will prompt further verification via the Salesforce Authenticator App.

- 3.8.2 On a smart phone device, either click the link in the email for the relevant app store or go directly to the relevant App Store and search for Salesforce Authenticator and download the app on to your device.



- 3.8.3 Once downloaded Open the app on your smart phone.

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- 3.8.4 Tap **Allow Notifications**.
- 3.8.5 Tap **Skip** when asked to link a mobile number.
- 3.8.6 Tap **Add an Account**.
- 3.8.7 The app will show a two-phrase password enter this phrase back on the web browser.
- 3.8.8 Click **Connect** the web browser.
- 3.8.9 Confirm the connection via the Salesforce Authenticator app by tapping **Connect**.
- 3.8.10 Tap **Approve** on the app and this will complete the registration and log-in process.



4. Registering a Non-Limited Company

This section provides guidance on registering all other organisations that are not UK based Limited Companies, PLCs and LLPs. This includes non-UK registered Companies, Partnerships, Community Projects, Charitable Incorporated Organisations (CIO) and organisations that are not registered on Companies House.

4.1 Requirements to register a Non-Limited Company

4.1.1 Access to a Smart phone is essential for this procedure.

- (a) The EMR DB Portal now features additional security enhancements to help prevent unauthorised access to User Accounts, this comprises of authenticating an Account during the registration process and verifying a log-in attempt through the Salesforce Authenticator App.
- (b) Salesforce Authenticator can be downloaded directly on to a smart phone device, further instructions can be found [here](#).

4.1.2 Supporting Documentation

- (a) To complete the Company Registration for a Non-Limited Company, Users may be asked to provide supporting documents of the Company to the Delivery Body by email at box.emr.prequal@nationalgrideso.com
 - (i) The documentation to be submitted should assist the EMR DB to confirm the ownership and officers who have the necessary authority to sign documentation on behalf of the organisation.
- (b) The documents required to be submitted will depend on the structure of the registering company as follows:
 - (i) Partnership – Formal documentation to be provided upon request by the Delivery Body, e.g., confirmation on Company headed paper including a copy of the agreements detailing the partnership between the companies and proof of ownership of the asset(s), and a signature confirming the owner/member's/director's authority from each party.
 - (ii) Community Project – Formal documentation to be provided upon request by the Delivery Body. Confirmation on Company headed paper signed by the nominated owner/director stating that they have the relevant decision-making authority, as well as any formal documents relating to the formation of the organisation, its function and organisational chart.
 - (iii) Foreign Company – Formal documentation to be provided upon request by the Delivery Body. Confirmation on Company headed paper of the Company name, Company address, Company registration number and a signature confirming the owner/director's authority.

4.2 Non-Limited Company Registration Process

4.2.1 Log on to the New EMR Portal website.

- (a) The EMR Portal can be accessed by clicking the following link:
<http://emrdeliverybody.nationalgrideso.com/CM/s/login/>
- (b) Click **Register Your Company**.

Sign In

Username
Typically Your Email Address

Password
Enter Your Password

Sign In

Having trouble logging in?

Register Your Company Reset Your Password

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4.3 Select: Register a Non-Limited Company

4.3.1 Click on **Register a Non-Limited Company**.

Welcome to the EMR Delivery Body Portal

The Capacity Market ensures Great Britain has a secure and affordable supply of electricity and safeguards against the possibility of future blackouts. Generators of electricity, who have registered and pre-qualified, participate in competitive Capacity Market Auctions where they commit to meeting their Capacity Market Obligation during a System Stress Event.

Register a UK Limited Company

Register a Non Limited Company

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4.3.2 Select the relevant business type from the drop-down menu and then complete all the fields pertaining to the organisation.

- (a) Companies already registered within the Portal cannot be registered again.

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- (b) If a User attempts to register an existing Company the Portal will inform the User this Company already exists within the EMR Portal and the User cannot proceed further.
- (c) Users experiencing issues registering a Company should contact the EMR DB.

Non Limited Company Details

Business Type	Address
Partnership	London Road
Business Name	Address
Capacity Market Participant	London Court
	Address
	Line 2
Town	Locality
London	Greater London
Postal Code	Country
AB1 2CD	United Kingdom

[Previous](#)  [Next](#)

4.3.3 Enter the detail of the Owner or Director of the company, then click **Next**.

Owner / Director Details

Owner / Director
Anonymous
Owner / Director
Anonymous
Email
anonymous@capacitymarket.com
Confirm Email
anonymous@capacitymarket.com

[Previous](#)  [Next](#)

4.3.4 Enter the contact details for the Main Admin.

Your Contact Details

Your First Name First Name	Your Mobile Number Country		
Your Last Name Last Name	Your Landline Number Country		
Your Email Email			
Confirm Your Email Email			

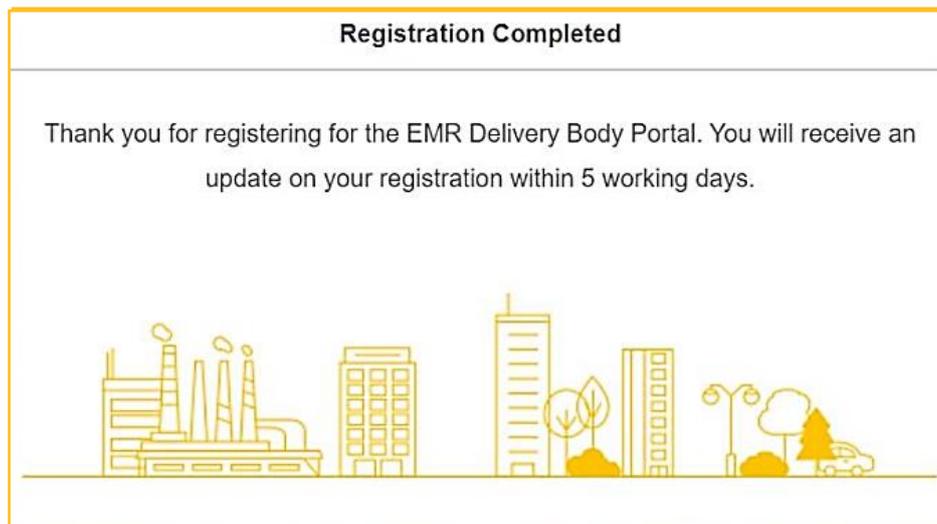
I confirm that I have the authority to act on behalf of Capacity Market Participant in respect of the Capacity Market. I Confirm

✓ ————— ✓

- (a) Users can only register their email address once and can manage other Companies through one Account.
- (b) If Users attempts to register a new Account using an email address already in use for an existing Account, the Portal will notify that the email address already exists and the User cannot proceed any further.
- (c) The email address used will form part of the login credentials for the Main Admin.

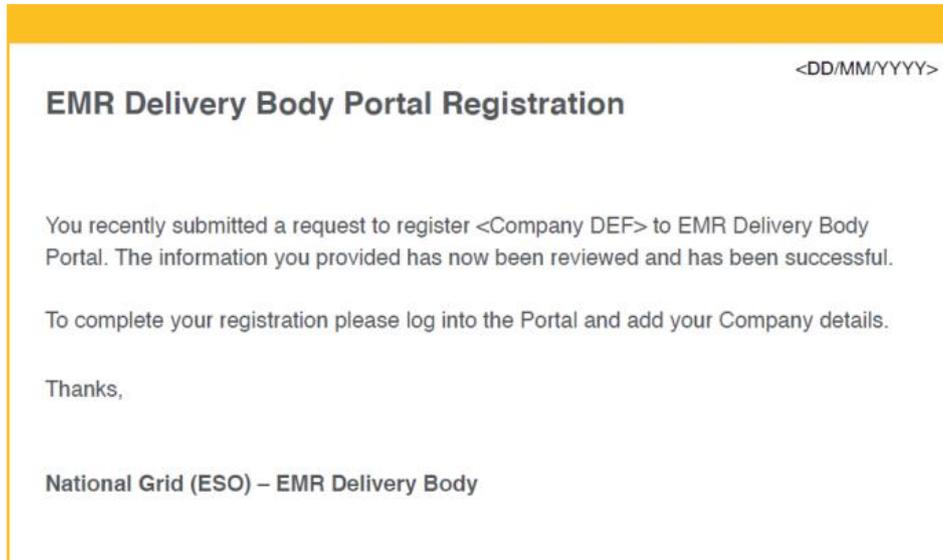
4.3.5 Turn on the toggle next to: **I confirm that I have the authority to act on behalf of *company name* in respect of the Capacity Market** and click **Finish**

4.3.6 A confirmation window will open.



4.4 Confirmation of Registration

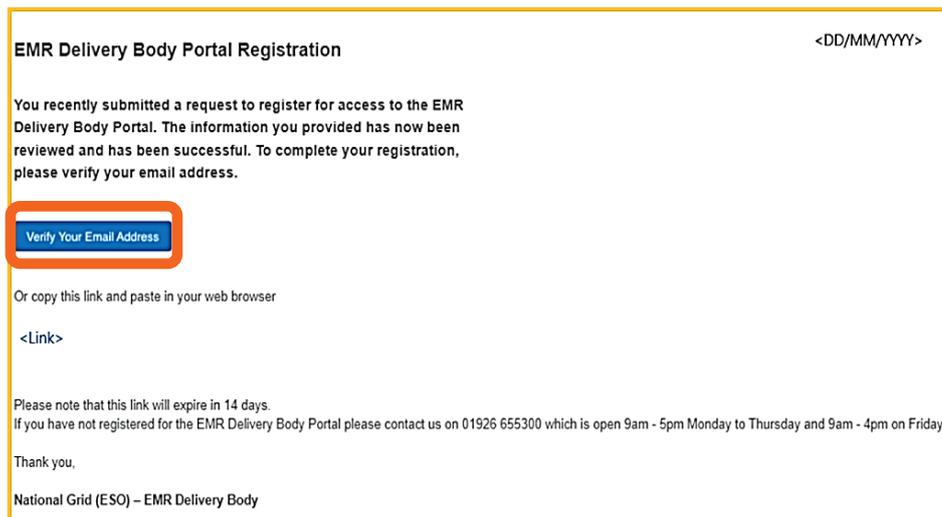
- 4.4.1 Following review by the Delivery Body of a Company Registration Application for a Non-Limited Company, if successful, an email will be sent to the Main Admin inviting the User to log-in.



- 4.4.2 If for any reason a Company Registration is rejected by the Delivery Body, the Main Admin will be notified by email of the reason(s).
- 4.4.3 Should Users wish to discuss why a Company Registration has been rejected, please contact the Delivery Body by email: box.emr.prequal@nationalgrideso.com

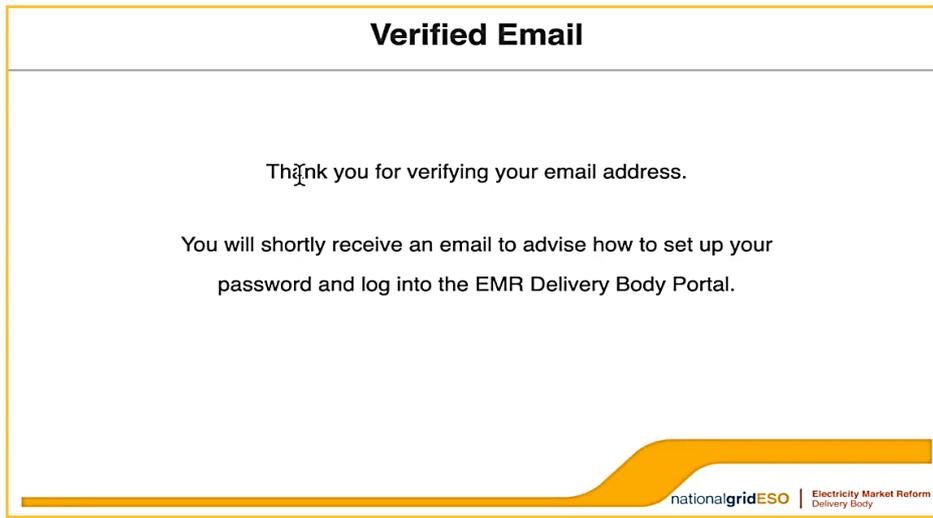
4.5 Email Verification

- 4.5.1 Once a company has successfully registered in the New EMR DB portal and verified by the EMR DB, an email will be sent to the Main Admin to confirm the registered email address.



- 4.5.2 Open the email and click **Verify Your Email Address** or paste the link into your browser.

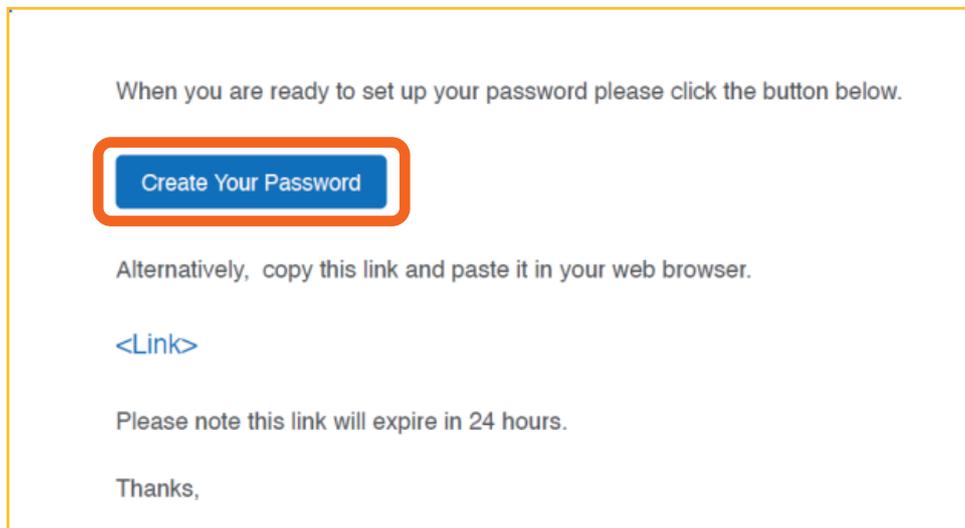
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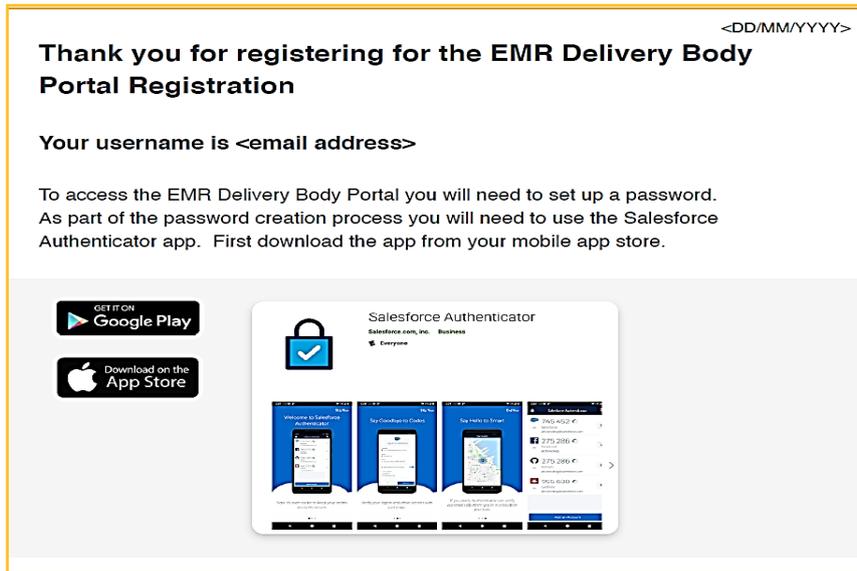
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- 4.7.7 The app will show a two-phase password enter this phrase back on the web browser.
- 4.7.8 Click **Connect**.
- 4.7.9 Confirm the connection via the Salesforce Authenticator app by tapping **Connect**.
- 4.7.10 Tap **Approve** on the app and this will complete the registration and log-in process.



5. Glossary of Terms and Rules/Regulations Referenced:

Abbreviation /Acronym 1: EMR DB – Electric Market Reform Delivery Body

Abbreviation /Acronym 2: CM – Capacity Market

Rule Reference:

3.3.1

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